How do I add an event to the community calendar?
Tuesday, 03 February 2009 14:39

To add an event to the community calendar, do the following:

1. Go to the FDLP Community Calendar .
2. Login to the FDLP Community site. The login area is in the top banner to your right. You must login to post your event to the calendar.
3. On the calendar at the top, use the "month" hyperlinks to navigate to the month you wish to post your event.
4. Navigate to the day on which the event will occur.
5. When you move your mouse over this square in the calendar, it will turn blue and you will see a "+" or "plus sign" in the upper right hand corner of the day square. Click on the "+" sign. A dialog box will pop up.
6. Fill out the information you want to post about the event in the appropriate form fields.
7. Click on the "Add Event" button at the bottom of the dialog box. Your event will be posted to the calendar.